

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

94

June 22, 2004

FROM: **G. DANIEL OJEDA**, Director  
Architecture and Engineering Department

SUBJECT: **APPROVE CONTRACTS FOR CONSTRUCTION AND PROJECT  
MANAGEMENT SERVICES FOR THE ARCHITECTURE AND ENGINEERING  
DEPARTMENT**

**RECOMMENDATION:**

1. Award consultant contracts for Construction and Project Management Services in the not-to-exceed amount of \$250,000 per consultant per fiscal year for a total of three fiscal years each to: Harris & Associates of San Bernardino; JCM Facilities Planning and Management of Long Beach; and Vanir Construction Management of San Bernardino; and
2. Authorize Purchasing Agent to issue purchase orders to the above consultants for amounts that may exceed \$25,000 per project but will not exceed \$250,000 total per consultant per fiscal year.

**BACKGROUND INFORMATION:** In 2000-01 the Architecture and Engineering Department (A&E) was responsible for managing 132 Capital Improvement Program (CIP) projects, including General Fund, CDBG, Airport and Mid-year insert projects. Of the 132 projects, 68 were carryover projects. The proposed CIP budget for A&E to manage in 2004-05 includes approximately 260 projects of which about approximately 130 will be carryover projects. While the number of projects has nearly doubled from 2000-01 to 2004-05, the number of A&E project managers has remained at nine. During the last two years, A&E has contracted for project management services on a few HVAC projects to supplement department staff. In order to reduce the current backlog of projects and to keep pace with the escalating workload, the department requires additional project management assistance.

On November 25, 2003, the Board of Supervisors approved the issuance by the Special Districts Department (SDD) of a Request for Proposals (RFP) to solicit proposals from qualified Construction Management and Project Management firms. On December 9, 2003, the Board of Supervisors approved an addendum to the RFP that included extending this solicitation for A&E. The RFP was advertised on several national business trade websites (Reed Construction Data, F.W. Dodge and Bid America) and on the Special Districts website.

Page 1 of 3

Record of Action of the Board of Supervisors

94

A mandatory pre-proposal conference was held on January 8, 2004 with 18 companies represented. On January 29, 2004 eleven proposals were received and, after initial screening, two proposals were disqualified for being incomplete (both failed to include required fee schedules). A selection committee comprised of staff from the SDD, Purchasing Department, A&E, and Public Works Department reviewed and graded the remaining proposals. Proposal evaluation and grading included rating each firm's scope of services offered, understanding of County's needs and processes, experience in general construction and project management, office locality, references supplied, and schedule of rates.

Firms that submitted proposals were as follows:

- Berryman & Henigar from San Diego CA.
- Harris & Associates from San Bernardino CA.
- Jacobsen/Helgoth Consultants from Laguna Hills CA.
- JCM Facilities Planning & Management from Long Beach CA.
- JGM / Simplus from Los Angeles CA.
- Tetrattech Inc. from San Bernardino, CA.
- Turbo CM from La Mesa CA.
- URS Corp. from Los Angeles CA.
- Vanir Construction Management from San Bernardino CA.

On June 8, 2004, the Board awarded consultant contracts for construction and project management services for SDD to five of these firms at a not-to-exceed amount of \$250,000 per fiscal year per firm for a total of three years each.

Due to the diversity of projects administered by the various County departments and the specific expertise that is required to manage each type of project (e.g., court room remodeling, detention centers, libraries, roads, airports, flood control facilities, water and wastewater facilities, recreation and park facilities, etc.), the selection committee chose those firms that each department deemed best-qualified for their individual needs. As a result, each individual department will submit to the Board separate contracts for the consultants selected for that department.

The committee, through the selection process, has identified Harris & Associates, JCM Facilities Planning and Management, and Vanir Construction Management as best qualified to meet the construction management and project management needs of A&E. These three firms are more suited to managing the types of projects (e.g., major and minor building construction projects, including remodeling, additions, and new construction) assigned to A&E than other firms who submitted proposals that mainly manage transportation, water, and wastewater projects. The fees charged by these three firms are the lowest for project management services of the firms that submitted proposals.

The work to be performed by the consultants will consist of the management of selected County CIP projects from start to finish. This includes managing the consultant selection process, providing information and direction to the design consultant during the preparation of architectural and engineering plans and specifications, assembling bid documents, managing the bidding process, and administering construction contracts. The work also includes negotiating design contracts and construction change orders, conducting project meetings, and coordinating with client departments.

**BOARD OF SUPERVISORS**

**APPROVE CONTRACTS FOR CONSTRUCTION AND PROJECT MANAGEMENT SERVICES FOR THE ARCHITECTURE AND ENGINEERING DEPARTMENT**

**JUNE 22, 2004**

**PAGE 3**

94

A&E staff recommends that the three selected firms be awarded contracts for three-year terms each, not to exceed \$250,000 per contract per fiscal year. Some task requirements may be of higher cost than others depending on the nature of the work, time required, and level of effort necessary to accomplish the task. The department will utilize the services of these consultants on an as-needed basis and the Consultants are aware that they may not receive the full annual not-to-exceed contract amount. Staff will also monitor all consultant work to insure that the level of service provided is satisfactory.

As the need arises within A&E for construction and project management services, A&E will obtain proposals from the selected vendors for the work and choose the vendor best suited for that particular project, taking into account experience and cost of services. The Purchasing Department will then issue a purchase order to the vendor chosen to provide construction and project management services for each project. The choice of projects to be managed by outside consultants will be based upon the workload of the A&E project managers, urgency to complete the project, judgment regarding the impact of project complexity and existing A&E project manager experience, and the project budget. Additionally, these decisions will be made in consultation with departments requesting services.

**REVIEW AND APPROVAL BY OTHERS:** This action has been reviewed and approved by Chief Deputy County Counsel (Rex Hinesley, 387-5480) on May 26, 2004, by the County Administrative Office (Gerry Newcombe, Deputy Administrative Officer for CIP, 387-5424 and Lynn Chacon, Administrative Analyst, 387-5426) on June 3, 2004, and coordinated with the Special Districts Department (Thomas Sutton, Interim Director, 387-5967) on June 3, 2004 and Purchasing Department (Terri Martinez, Contracts Section, 387-2069) on May 27, 2004.

**FINANCIAL IMPACT:** Costs of the three (3) contracts will not exceed a total aggregate amount of \$750,000 per fiscal year (\$2,250,000 in total over a three fiscal year period). The cost of project management is already built into the estimated budget of each CIP project and approved by the Board. Because outside consulting firms charge a higher hourly rate than in-house project managers for project management services, the total cost to complete a particular project may increase. An adjustment may be required to the scope of work or the project budget of certain of those projects managed by private firms.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and concurs with the department's request in order to reduce the backlog of CIP projects.

**SUPERVISORIAL DISTRICT(S): All**

**PRESENTER:** G. Daniel Ojeda, 387-5025

KT: 387-5058

js: 387-5025

94